



City of Burbank
Planning Division
Single Family Residential Instructions
SINGLE FAMILY DEVELOPMENT PERMIT

150 North Third Street
Burbank, California 91502
www.burbankca.gov
T: 818-238-5250
F: 818-238-5150

This type of application is required for certain types of remodels and additions to Single Family homes in all R-1 zones. If you are unsure if your project requires a Single Family Development Permit, please contact the Planning Division.

TO ALL APPLICANTS: There is no guarantee, expressed or implied, that any permit or application will be granted. The applicant shall understand that each matter must be carefully investigated and the resulting decision may be contrary to a position taken or implied in any preliminary discussions. Also note the burden of proof regarding this application rests upon the applicant.

The following items must be provided for a Single Family Development Permit application to be accepted for review:

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| 1. Completed Single Family Development permit application form with original signature(s). |
| 2. Completed neighborhood compatibility checklist (see separate handout with Design Guidelines and Checklist). |
| 3. 8 full-size sets of project plans including site plan, floor plans, and elevations to show proposed alterations or new construction, drawn to scale and with adequate dimensions (see handout for Standard Plan Formatting Requirements). |
| 4. One reduced copy (11" by 17" size) of the project plans. |
| 5. Radius map and mailing labels for properties within a 300-foot radius (see separate handout). |
| 6. Application fee. |

What happens next?

Your application is reviewed by the Planning Division. For the City to approve your application, all of the following findings must be made:

1. The house conforms to all of the required standards of this Article unless an exception has been approved; and
2. If the house has an FAR greater than .35, or is larger than 3,000 square feet, or involves an addition or remodel that requires a Permit (but the FAR remains less than .40) with the addition, the house has been reviewed against the Neighborhood Compatibility and the house complies with the City's Single Family Design Guidelines.
3. Conditions are necessary for the purpose of satisfying the required findings, ensuring conformance with the Design Guidelines, mitigating environmental or other impacts of the project, and/or protecting the public health, safety, convenience, or welfare.

Before action is taken by the Community Development Director to approve or disapprove your application, notice of the pending decision will be mailed to all property owners and tenants of properties within a 300-foot radius of your property. Applicants are also required to install a sign on the project site, and the assigned staff planner (after application submittal) will coordinate with you to do so.

Any person (including you as the applicant) may appeal the Community Development Director's decision to the Planning Board within 15 days of the decision date. If no appeal is filed, the Director's decision is final. If an appeal is filed, the matter is scheduled for a public hearing in front of the Planning Board.